

TOWN OF VIENNA, VIRGINIA
JOB DESCRIPTION

JOB TITLE: MAINTENANCE WORKER II
PARKS MAINTENANCE DIVISION
PARKS AND RECREATIONS DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of manual and semi-skilled work in the maintenance and repair in the Parks and Recreation Department. Work involves performing a wide variety of park and facility maintenance including the care of parks, stream valleys, and road medians and rights-of-way; performing garbage pick up in the business district and all parks and public facilities; mowing all public facilities including Town Hall, Police Department, Bowman House, Community Center, Northside Property Yard, Freeman House, and Train Station; repairing and maintaining facilities located in parks and public buildings including restrooms, ball fields, playgrounds, storage buildings, roofing, siding, painting of buildings, etc.; using and maintaining a variety of power equipment and tools including mowers, weed wips, pick up trucks, chain saws, dump trucks, power tools, snow blowers, ATV, and manual tools; assisting on all special events including Easter, Memorial Day weekend, Fourth of July, Halloween events, and winter special events; working weekends (picnics and special events); and remaining available for emergency work including storm clean-up. Reports to the Parks Maintenance Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs grounds maintenance including mowing, repairing fences and bridges, leaf raking, shoveling, and plowing; trimming trees and shrubs when needed; etc.; performs seasonal mowing, leaf removal, and snow removal.

Picks up trash and brush twice weekly along business district, parks, and public facilities.

Performs general parks maintenance including ball field preparation, playground maintenance, and repair and upkeep by using a bannerman, mowers, and weedwackers; cleaning restrooms, picnic shelters twice weekly, etc.

Assists with special event set-ups and take downs including moving furniture, setting up for festivals and special events; cleans up during and after large events; provides any labor requested to community groups.

Maintains stream valleys and natural wooded areas by walking creeks and streams for blockages, clearing paths and trails, and picking up any brush in high traffic areas or highly visible areas.

MAINTENANCE WORKER II

Maintains and repairs equipment as needed including power and manual tools, trucks, mowers, etc.; maintains knowledge of care and use of equipment.

Performs tree maintenance; assists Arborist with tree trimming and emergency removals as needed.

Works on call and weekends for special events, picnics, trash pickup, etc.

Attends meetings and trainings as needed.

Receives and/or reviews various records and reports such as verbal instructions, written instruction, equipment manuals, and training classes.

Prepares and/or processes various records and reports such as pre-trip list for vehicles, mowing and trimming list, daily task list, playground safety check list, and materials list.

Refers to information from supervisor and/or crew leader, manuals received from Town, progress reports – job evaluations, maintenance manuals, information/requests from Director, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment and vehicles such as lawn mowers, dump trucks, bobcats, loaders, ball field tractors, bannerman, chain saws, snow blowers, etc.

Uses a variety of tools such as mowers/weed wips, snow removal equipment, ATV, blowers, chain saws, bannerman/tractors, dump trucks, etc.; and a variety of supplies such as wood chips, ball field mix, lumber, gravel/stone dust, leaf mulch, etc.

Interacts and communicates with various groups and individuals such as the Parks Maintenance Superintendent, Police Officers, contractors, seasonal employees/inmates, and the general public.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school or GED equivalent and nine to twelve months of experience in landscape maintenance; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must have a valid State driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including tractors, mowers, landscaping equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Must be able to climb, reach, crawl, bend, stoop, etc. in the performance of job duties. Physical demand requirements are those for Medium Work to Heavy Work.

MAINTENANCE WORKER II

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of work orders, diagrams, records, etc. Requires the ability to prepare work orders, records, and reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical, mechanical and engineering terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the to ability coordinate hands and eyes rapidly and accurately in using power and hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as power and hand tools. Must have good eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, policies, and procedures of the Parks Maintenance Division of the Parks and Recreation Department as they pertain to the performance of duties of the Maintenance Worker II. Has working knowledge of the procedures, materials, and equipment related to the landscaping and grounds maintenance. Has working knowledge of the occupational hazards and safety precautions involved in the job. Has knowledge

MAINTENANCE WORKER II

of the operating characteristics of assigned equipment. Has knowledge of the maintenance requirements of assigned equipment. Is able to use and care for a variety of hand and power tools necessary to perform landscape maintenance tasks. Is able to understand and follow oral and written instructions. Is able to perform heavy manual labor required by work assignments. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to follow verbal instructions and written instructions concerning herbicides; is able to follow written instructions for equipment care and use.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

Relationships with Others: Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

MAINTENANCE WORKER II

Coordination of Work: Organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.